

Minutes of the meeting of **BRIDPORT TOWN COUNCIL** held at the Town Hall on Tuesday 22 June 2021 at 7.00pm.

PRESENT Cllr Ian Bark – Town Mayor (in the Chair)

Cllr	Geoff Ackerman	Ros Kayes
	Dave Bolwell	Gill Massey
	Sandra Brown	Maggie Ray
	Sarah Carney	Martin Ray
	Kelvin Clayton	Anne Rickard
	Karen Hunt	Dave Rickard
	Barry Irvine	Sarah Williams
	Julian Jones	Steve Williams

ALSO PRESENT Will Austin (Town Clerk), Daryl Chambers (Town Surveyor), Paul Fuszard (Finance and Office Manager), Terri Foxwell (Tourist Information Centre Manager), and Andrew Cook, (Dorset Business Mentors).

OPEN PUBLIC FORUM

There were no members of the public present at this point.

16. APOLOGIES

Apologies for absence were received on behalf of Councillor Rose Allwork.

17. DECLARATIONS OF INTEREST

There were no declarations of interest.

18. MINUTES

The minutes of the meeting held on 6 May 2021 were confirmed as a correct record and signed by the Town Mayor (Chairman).

19. STANDING ORDER 14(b)

There were no questions pursuant to standing order 14(b).

20. MINUTES OF COMMITTEES

(a) PLANNING COMMITTEE

The minutes of the meeting of the Planning Committee held on 7 June 2021 were presented by the Committee Chairman, Councillor Dave Bolwell.

RESOLVED: that the minutes of the meeting of the Planning Committee held on 7 June 2021 be received.

(b) FINANCE AND GENERAL PURPOSES COMMITTEE

The minutes of the meeting of the Finance and General Purposes Committee held on 14 June 2021 were presented by the Committee Chairman, Councillor Maggie Ray.

RESOLVED: that the minutes of the meeting of the Finance and General Purposes Committee held on 14 June 2021 be received and adopted, and that the recommendations therein be approved, as set out below: -

(Minute 7) The Bank of Dreams and Nightmares

RESOLVED: that Bridport Town Council supports the proposed Bank of Dreams and Nightmares.

(Minute 8) ANNUAL ACCOUNTS – YEAR ENDING 31 MARCH 2021

RESOLVED: that the Annual Accounts for 2020/21 be approved.

(Minute 14) APPOINTMENTS AND REPRESENTATIVES OF THE COUNCIL

RESOLVED: that the list of representatives on outside bodies be approved as in Appendix 1 to the minutes, subject to any additional amendments at Full Council.

(c) ENVIRONMENT AND SOCIAL WELLBEING

The minutes of the meeting of the Environment and Social Wellbeing Committee held on 9 June 2021 were presented by the Committee Chairman, Councillor Kelvin Clayton.

RESOLVED: that the minutes of the meeting of the Environment and Social Wellbeing Committee held on 9 June 2021 be received and adopted.

21. LITERARY & SCIENTIFIC INSTITUTE

Consideration was given to a report of the Town Clerk, ENCL: 3630. The Town Clerk summarised the report, setting out information received from Bridport Area Development Trust (BADT) in support of a business plan for the Literary and Scientific Institute (LSI). The report requested that members consider grant support of £5,000 per annum for three years, supported by a Service Level Agreement aimed at securing community benefit from the LSI.

Mr Andrew Cook, from Dorset Business Mentors, attended the meeting to answer questions on behalf of the BADT. Members discussed the business plan, financial plan and stated community benefits, and following a lengthy discussion

RESOLVED: that funding support of £5,000 per annum be approved, supported by a Service Level Agreement that enshrines the community benefits described in Section 3 of the report to Full Council ENCL: 3630, subject to detailed wording

delegated to the Leader and Town Clerk, and annual review in line with other SLA arrangements.

22. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/2021

Consideration was given to a report of the Town Clerk, ENCL: 3631.

The Responsible Financial Officer summarised the Annual Return process, culminating in the preparation of the annual accounts and highlighted:

- The Annual Internal Audit Report,
- Section 1 of the Annual Governance and Accountability Return (AGAR), the Annual Governance Statement; and
- Section 2 of the AGAR, the Accounting Statements for the year 2020/21.

Each of the above were considered separately and each was moved and seconded, put to the vote and declared to be carried. It was therefore:

RESOLVED:

- (i) that the Annual Internal Audit Report 2020/21 be noted, as attached to the report.
- (ii) that the Annual Governance Statement 2020/21, Section 1, be approved as attached to the report.
- (iii) that the Accounting Statements 2020/21, Section 2, be approved as attached to the report.
- (iv) that the Annual Return be signed and submitted to the External Auditor.

RESOLVED: that the Council thanks the Finance & Officer Manager for his hard work and diligence in producing the AGAR for submission.

23. CODE OF CONDUCT

Consideration was given to a report of the Town Clerk, ENCL: 3632. The Town Clerk summarised the report, recommending that members adopt a new model Code of Conduct updated from the previous model code developed in 2012, on which the Town Council's current code was based.

RESOLVED: that the updated Code of Conduct be adopted as tabled.

24. VIRTUAL AND HYBRID MEETINGS

The Town Mayor introduced this item, requesting that members give their views on practical changes needed for improving the current meeting arrangements.

Members highlighted:

- The importance of ventilation at face-to-face meetings;
- The need for flexibility and the possibility of seasonal variations in meeting arrangements;
- The value of 'hybrid' virtual/face-to-face meetings, which some members supported and others did not;
- The importance of ensuring public engagement in meetings;

- The procedure for use of delegations;
- The use of virtual options to encourage attendance by younger people; and
- Consideration of improved WiFi at the Town Hall.

RESOLVED: that the Town Clerk should note the comments of town councillors in future meeting arrangements.

25. PUBLIC OPEN FORUM

RESOLVED: that the subject of the open forum at the next full council meeting will be the Town Council's Access & Movement Study, and that the Integrated Care System be included on the agenda.

RESOLVED: that a future Public Forum be set aside for discussion of ways to attract a younger cohort to engage with the Town Council.

26. COMMUNICATIONS

Consideration was given to the Town Mayor's engagements, ENCL: 3633. The Town Mayor reported verbally that he had published a blog, with pictures of the recent Food Festival Market.

The Leader of the Council reported that he had undertaken a staff appraisal with the Town Clerk.

The Town Clerk reported on:

Proposed Dorset Council car parking charges and a survey on parking permits; His thanks to staff and councillors for their work to make the Food Market event a success;

Communication from Dorset Council that a new process for asset transfers had been developed. The Town Council would be engaging to find out more and to press for progress on previous asset transfer requests.

The meeting closed at **8.19pm**

The next meeting of Bridport Town Council will be held on 21 September 2021